

Interviewing techniques

This task is about writing effective interview questions.



Answer the following questions about interviewing people.

a) What are three **advantages** of interviewing a person who is knowledgeable about a topic (rather than getting information about the topic from the internet or a book)?

1.

2.

3.

b) What are two **disadvantages** of interviewing a person who is knowledgeable about a topic (rather than getting information about the topic from the internet or a book)?

1.

2.

c) What is the difference between an '**open**' and a '**closed**' question?
Use examples to show your understanding.

Difference:

Examples:

d) Of the six questions below, which **two** are best for asking 'open' questions?

☐ Who?

☐ What?

☐ How?

☐ When?

☐ Why?

☐ Which?

e) Consider the topic 'The role of sport in school',
and then write questions you could ask the Principal on this topic.
Start each question with the word provided.

i) Who?

ii) What?

iii) How?

iv) When?

v) Why?

vi) Which?